

Nevada Judicial Leadership Summit 2016

The Nevada Judiciary - Maintaining a High Standard

April 26 - 29, 2016

Harrah's Lake Tahoe

Lake Tahoe, Nevada

Sponsored by the Supreme Court of Nevada, Administrative Office of the Courts

Welcome



Dear Colleagues,

I am pleased to formally invite you to the 2016 Judicial Leadership Summit. As you can see, the Summit promises to be an exciting educational opportunity for all.

The Planning Committee, which is made up of representatives from the Nevada District Judges Association, the Nevada Judges of Limited Jurisdiction, and staff from the Administrative Office of the Courts, has planned a substantive Summit based on the theme of *The Nevada Judiciary - Maintaining a High Standard*. Special thanks go out to Justice Nancy Saitta for her valued and extensive efforts to make this Summit a success.

Nevada's courts continue to be called upon to provide justice while facing challenges related to funding and increased population. Serious challenges to the role of the independent judiciary continue to be met by innovations forged by Nevada's dedicated judges utilizing the trust and relationships built with Nevada's voters and policy makers. The last year alone saw the creation of the Nevada Court of Appeals and a new judicial district.



I am pleased with the Nevada judiciary and every judicial district and court for maintaining the highest quality of service for the people of this state. The Summit is an opportunity for us to take stock of where we are and to chart a strong course for the future.

As you can see, the educational and social agenda includes some very interesting topics and affords opportunities for us to interact with our judicial colleagues from across the state.

Please make every effort to be a part of the Summit. I look forward to seeing you at Harrah's Lake Tahoe.



Warm regards,

Ron D. Parraguirre
Chief Justice

Red Rock Canyon



Vital Information with Financial Impact

Summit Registration

Registration Deadline - Friday, April 8, 2016

Hotel Reservations

Room Reservations Deadline - Monday, April 11, 2016

The Nevada Judicial Leadership Summit 2016 will be held April 26 - 29, 2016, at beautiful Harrah's Lake Tahoe, 15 Highway 50, Stateline, Nevada 89449, (775) 588-6611.

Phone Reservation Fees: Participants are encouraged to make their room reservations through the website to avoid incurring a \$15.00 phone-in reservation fee. This fee is not reimbursable by the AOC. Please contact [Judicial Education](#) if you need assistance with reservations.

Early Check-In Fees: Early check-in fees (before 4:00 p.m.) carry a sliding scale charge that is not reimbursable by the AOC.

Resort Fees: Resort fees are optional upon check-in and are reimbursable. If you do not intend to use in-room internet or the fitness facilities then you are encouraged to forego the resort fee.

Travel & Transportation

For those who will be flying, the Summit Planning Committee strongly encourages securing flight reservations as soon as possible to save money on late or last minute travel.

Be advised that there is at least an hour ground transit time to the Summit location after luggage retrieval etc.

Those departing from Las Vegas should book either the 6:25 a.m. or the 7:20 a.m. departure. The next flight (10:30 a.m.) arrives at 11:50 a.m. Travel on this flight may cause attendees to miss the opening address by Senator Richard Bryan at 1:30 p.m.

Commercial shuttle service is available through [South Tahoe Airporter](#). The shuttle leaves the Reno-Tahoe International Airport at 10:30 a.m., and arrives at South Lake Tahoe at 11:45 a.m. The fare is \$29.75 per person one way or \$53.00 per person round trip

(reimbursable). Harrah's Lake Tahoe does not provide complimentary shuttle service. On Friday, the shuttle will leave the hotel at 1:47 p.m., arriving at the airport at 3:12 p.m. **Note:** The shuttle represents a significant cost savings, when compared to a rental car at around \$50 per day and is the recommended mode of ground transportation. Notwithstanding, the State has negotiated contracts with Hertz Corporation and Enterprise Rent-A-Car for rental car reservations which will only be reimbursed when shared by at least two judges.

Weather

Weather in Lake Tahoe at the end of April is variable. During that time of year, there will likely be snow on the ground with possible snow storms. Use caution as road conditions may be treacherous.

Social Activities/Attractions

Yoga & Yogurt!: Join experienced instructors as they lead practitioners of all levels in exploring the intimate connections between body, mind, and spirit. The practice of yoga is uniquely adaptable and the benefits are both immediate and enduring. If you have never experienced yoga, this will be a great introduction. Remember to bring your yoga mat. Yoga & Yogurt! will be held in the Glenbrook/Emerald Bay conference rooms on Wednesday, April 27, Thursday, April 28, and Friday, April 29. *There is no registration fee to attend.*

Receptions: The opening reception on Tuesday, April 26, will be held in Harrah's Convention Center Promenade. The reception on Wednesday, April 27, will be held in Harrah's Summit lounge.

Banquet: The banquet on Thursday, April 28, will be held in Harrah's South Shore Room.

Social Activities: The Thursday, April 28, afternoon social activities include golf, shooting, shopping, and relaxing at the spa (further details will be provided).

Reflections Spa: Reflections Spa, located at Harrah's, integrates the finest health and beauty treatments from around the globe. *Summit participants and guests enjoy a 20% discount off published 2016 [Spa Menu](#) prices between April 24 and 29.*



Agenda and Session Descriptions

Harrah's Lake Tahoe

| MONDAY | APRIL 25, 2016 | LOCATION |
|-------------------------|--|------------------------------------|
| 3:00 - 4:30 p.m. | SOUTH CENTRAL REGION JUDICIAL COUNCIL MEETING | <i>Marla Bay</i> |
| TUESDAY | APRIL 26, 2016 | |
| 8:30 - 10:30 a.m. | NEVADA JUDGES OF LIMITED JURISDICTION (NJLJ) EDUCATION COMMITTEE MEETING | <i>Marla Bay</i> |
| 8:30 a.m. - 6:00 p.m. | Summit Business Station Open | <i>Hospitality</i> |
| 9:00 a.m. | Exhibit Area Set-Up | <i>Sand Harbor I</i> |
| 10:00 a.m. - 5:00 p.m. | Registration | <i>Hospitality</i> |
| 11:00 a.m. - 12:30 p.m. | ASSOCIATION EXECUTIVE BOARD MEETINGS NEVADA DISTRICT JUDGES ASSOCIATION (NDJA) NEVADA JUDGES OF LIMITED JURISDICTION (NJLJ) | <i>Glenbrook Marla Bay</i> |
| 12:00 p.m. | Exhibit Area Open | <i>Sand Harbor I</i> |
| 12:30 - 1:30 p.m. | Lunch (on your own) | |
| 1:30 - 2:30 p.m. | OPENING OF JUDICIAL LEADERSHIP SUMMIT 2016 (1 Hour CJE/CLE) <i>Keynote Speaker: Senator Richard Bryan</i> | <i>Sand Harbor I&II</i> |
| 2:30 - 2:45 p.m. | Break | <i>Sand Harbor I</i> |
| 2:45 - 4:15 p.m. | SILVER STATE EVIDENCE: NEVADA EVIDENTIARY ISSUES (1.5 Hours CJE/CLE) <i>Professor Penny White, University of Tennessee Knoxville College of Law</i> Professor Penny White will present a session tailored to Nevada-specific evidentiary issues. | <i>Sand Harbor II&III</i> |
| 4:15 - 4:30 p.m. | Break | <i>Sand Harbor I</i> |
| 4:30 - 5:30 p.m. | ETHICAL PITFALLS OF SOCIAL MEDIA (1 Hour <i>Ethics</i> CJE/CLE) <i>Bradley J. Richardson, Esq., Director, Fennimore Craig Shannon S. Pierce, Esq., Fennimore Craig</i> The influence of social media increases every day. Can you use it to campaign? To educate? What are the areas to avoid? Handling motions to compel, motions <i>in limine</i> , juror disqualification, and possible mistrials. And which are the most common missteps? Mr. Richardson and Ms. Pierce will answer these questions and more. | <i>Sand Harbor I&II</i> |
| 5:30 - 7:30 p.m. | Opening Reception | <i>Convention Center Promenade</i> |
| 6:00 p.m. | Exhibit Area Closed | |



Agenda and Session Descriptions

Harrah's Lake Tahoe

| TUESDAY | APRIL 26, 2016 (CONTINUED) | LOCATION |
|-------------------------|---|--------------------------------------|
| 7:30 p.m. | Dinner (on your own) | |
| 9:00 - 11:00 p.m. | Hospitality Suite Open | <i>TBA</i> |
| WEDNESDAY | APRIL 27, 2016 | |
| 7:00 - 8:30 a.m. | Buffet Breakfast | <i>Friday's Station (18th Floor)</i> |
| 7:00 - 8:30 a.m. | Yoga & Yogurt! | <i>Glenbrook/Emerald Bay</i> |
| 7:00 - 8:30 a.m. | Late Registration | <i>Hospitality</i> |
| 7:00 a.m. - 6:00 p.m. | Summit Business Station Open | <i>Hospitality</i> |
| 8:00 a.m. | Exhibit Area Open | <i>Sand Harbor I</i> |
| 8:30 - 9:30 a.m. | DECISION FATIGUE: TIRED AND TRUE METHODS - BRAIN-BASED METHODS (1 Hour CJE/CLE) <i>John B. Arden, Ph.D., Director of Training, Kaiser Permanente</i> While decision fatigue can happen to anyone, it is a real concern for those who serve the public through decision-making. Dr. Arden will identify signs of decision fatigue, and provide brain-based tips for avoiding it. | <i>Sand Harbor II&III</i> |
| 9:30 - 9:45 a.m. | Break | <i>Sand Harbor I</i> |
| 9:45 - 10:45 a.m. | UNCONSCIOUS BIAS AND DECISION MAKING (1 Hour CJE/CLE) <i>Mr. Michael A. Roosevelt, Principal Consultant, Maat Consulting Services</i> Everyone deals with unconscious bias. Mr. Roosevelt will raise awareness on the issue and provide methods for judges to put to practical application to avoid letting the issue influence decision-making processes. | <i>Sand Harbor II&III</i> |
| 10:00 a.m. - 5:00 p.m. | Wellness Care Center Open | <i>Tahoe A</i> |
| 10:45 - 11:00 a.m. | Break | <i>Sand Harbor I</i> |
| 11:00 a.m. - 12:00 p.m. | PUBLIC TRUST AND CONFIDENCE IN THE JUDICIARY: PERCEPTION VERSUS REALITY (1 Hour CJE/CLE) <i>Presiding Judge Charles J. Hoskin, Eighth Judicial District Court, Family Division</i> <i>Mr. David J. Madden, Assistant Circuit Executive, U.S. Court for the Ninth Circuit</i> <i>Mr. Scott Sonner, Correspondent, The Associated Press</i> The panel will lead a discussion on public trust and confidence, media matters, and perception of discipline within the legal community. | <i>Sand Harbor II&III</i> |



Agenda and Session Descriptions

Harrah's Lake Tahoe

| WEDNESDAY | APRIL 27, 2016 (CONTINUED) | LOCATION |
|-------------------|--|--------------------|
| 12:00 - 1:15 p.m. | WORKING LUNCH: JUDICIAL ETHICS IS NO LAUGHING MATTER...OR IS IT? (1 Hour <i>Ethics</i> CJE/CLE) <i>Sean Carter, Esq., Humorist at Law</i> Humorist at Law, Sean Carter, Esq., will bring his trademark humor to this working lunch, focusing on judicial ethics. | South Shore Room |
| 1:15 - 2:45 p.m. | DEMOGRAPHIC TSUNAMI (1.5 Hours CJE/CLE) <i>Peter Reed, Ph.D., MPH, Stanford Center for Aging, Division of Health Sciences, University of Nevada, Reno</i> The population is aging. This includes defendants, litigants, attorneys, jurors, and jurists. How will aging impact court proceedings? Don't get overwhelmed by the tsunami. | Sand Harbor II&III |
| 2:45 - 3:00 p.m. | Break | Sand Harbor I |
| 3:00 - 4:00 p.m. | WHAT'S NEW WITH JUDICIAL DISCIPLINE (1 Hour <i>Ethics</i> CJE/CLE) <i>Paul Deyhle, Esq., Executive Director, Nevada Commission on Judicial Discipline</i> General Counsel and Executive Director, Paul Deyhle, will discuss the complaint process and new legislation (AB68), as well as recent changes to the Nevada Commission on Judicial Discipline. | Sand Harbor II&III |
| 4:00 - 4:15 p.m. | Break | Sand Harbor I |
| 4:15 - 5:15 p.m. | EVIDENCE BYTES: DIGITAL EVIDENCE, AUTHENTICATION, AND METADATA (1 Hour CJE/CLE) <i>Mr. Edward Hunter, Digital Forensic Analyst, Hunter Forensics</i> Is that Facebook photo authentic? How can you be sure that e-mail or text was sent from the defendant's or respondent's account? Mr. Hunter will share the methods and tools of authentication for digital evidence. This session will identify obstacles to admitting digital evidence, and evidentiary issues you can anticipate seeing in your courtroom. | Sand Harbor II&III |
| 5:00 p.m. | Wellness Care Center Closed | |

Valley of Fire State Park





Agenda and Session Descriptions

Harrah's Lake Tahoe

| WEDNESDAY | APRIL 27, 2016 (CONTINUED) | LOCATION |
|------------------------|---|---|
| 5:30 - 7:30 p.m. | Reception | <i>Summit Lounge</i> |
| 6:00 p.m. | Exhibit Area Closed | |
| 7:30 p.m. | Dinner (on your own) | |
| 9:00 - 11:00 p.m. | Hospitality Suite Open | <i>TBA</i> |
| THURSDAY | APRIL 28, 2016 | |
| 7:00 - 8:30 a.m. | Buffet Breakfast | <i>Friday's Station (18th Floor)</i> |
| 7:00 - 8:30 a.m. | Yoga & Yogurt! | <i>Glenbrook/Emerald Bay</i> |
| 7:00 a.m. - 6:00 p.m. | Summit Business Station Open | <i>Hospitality</i> |
| 8:00 a.m. | Exhibit Area Open | <i>Sand Harbor I</i> |
| 8:30 - 9:30 a.m. | PRESCRIPTION FOR WELLNESS 1 Hour CJE/CLE) <i>Carl "Chip" J. Lavie, MD, Medical Director, Cardiac Rehabilitation and Prevention Director, Stress Testing Laboratory, John Ochsner Heart and Vascular Institute, New Orleans, and Ochsner Clinical School The University of Queensland School of Medicine</i> | <i>Sand Harbor II&III</i> |
| | Dr. Lavie will share tips and methods to help you operate and serve the public while at your best. | |
| 9:30 - 9:45 a.m. | Break | <i>Sand Harbor I</i> |
| 9:45 - 11:15 a.m. | THE HAZE CLEARS: MARIJUANA ISSUES IN NEVADA COURTS (1.5 Hours CJE/CLE) <i>Professor Sam Kamin, Vicente Sederberg Professor of Marijuana Law and Policy, University of Denver Sturm College of Law</i> In this "don't-miss" session, Professor Kamin will provide an introduction to marijuana in the courts. He will help you to think through, for example, whether contracts involving medical marijuana facilities are enforceable, and whether an attorney can legally assist a medical marijuana dispensary. Additionally, he will touch on probation conditions, firearms possession by users, and the rights of property owners to forbid the use of marijuana on their premises. Family jurisdiction will not be left out when Professor Kamin discusses parental rights, custody, visitation, and whether a school nurse can administer medical marijuana to a child at school. | <i>Sand Harbor II&III</i> |
| 11:15 - 11:30 a.m. | Break | <i>Sand Harbor I</i> |
| 11:30 a.m. - 1:00 p.m. | ASSOCIATION BUSINESS MEETINGS NEVADA DISTRICT JUDGES ASSOCIATION (NDJA) NEVADA JUDGES OF LIMITED JURISDICTION ASSOCIATION (NJLJ) | <i>Tahoe C&D</i> <i>Sand Harbor II&III</i> |
| 1:00 - 2:00 p.m. | Lunch (on your own) | |
| 1:30 p.m. | Exhibit Area Closed | |



Agenda and Session Descriptions

Harrah's Lake Tahoe

| THURSDAY | APRIL 28, 2016 (CONTINUED) | LOCATION |
|-------------------------|--|--------------------------------------|
| 1:30 - 5:30 p.m. | Social Activities | |
| 6:00 - 7:30 p.m. | No-Host Reception | <i>South Shore Room</i> |
| 6:30 p.m. | Group Photograph | <i>South Shore Room</i> |
| 7:30 - 9:30 p.m. | Summit Banquet | <i>South Shore Room</i> |
| 9:30 - 11:00 p.m. | Hospitality Suite Open | <i>TBA</i> |
| FRIDAY | APRIL 29, 2016 | |
| 7:00 - 8:30 a.m. | Buffet Breakfast | <i>Friday's Station (18th Floor)</i> |
| 7:00 - 8:30 a.m. | Yoga & Yogurt! | <i>Glenbrook/Emerald Bay</i> |
| 8:30 a.m. - 1:00 p.m. | Summit Business Station Open | <i>Hospitality</i> |
| 8:00 a.m. | Exhibit Area Open | <i>Sand Harbor I</i> |
| 8:30 - 9:30 a.m. | REVIEW OF NEVADA SUPREME COURT AND COURT OF APPEALS CIVIL OPINIONS (1 Hour CJE/CLE) <i>Robert Eisenberg, Esq., Lemons, Grundy & Eisenberg</i> Mr. Eisenberg will present the annual review of the civil opinions of the Supreme Court of Nevada and Court of Appeals in 2015 with a focus on significant issues and trends. | <i>Sand Harbor II&III</i> |
| 9:30 - 9:45 a.m. | Break | <i>Sand Harbor I</i> |
| 9:45 - 10:45 a.m. | REVIEW OF NEVADA SUPREME COURT AND COURT OF APPEALS CRIMINAL OPINIONS (1 Hour CJE/CLE) <i>Judge Kevin G. Higgins, Sparks Justice Court</i> Judge Higgins will present the annual review of criminal opinions issued by the Supreme Court of Nevada and Court of Appeals in 2015. | <i>Sand Harbor II&III</i> |
| 10:45 - 11:00 a.m. | Break | <i>Sand Harbor I</i> |
| 11:00 a.m. - 12:30 p.m. | REVIEW OF RECENT U.S. SUPREME COURT OPINIONS (1.5 Hours CJE/CLE) <i>Dean Erwin Chemerinsky, University of California, Irvine School of Law</i> Dean Chemerinsky will conduct his annual review of U.S. Supreme Court opinions and offer insights about cases heard in the 2015-16 term. | <i>Sand Harbor II&III</i> |
| 12:30 p.m. | Close of Judicial Leadership Summit 2016 | |
| 1:00 p.m. | Exhibit Area Closed | |
| Total CJE/CLE: | 17 (3 Hours <i>Ethics</i>) | |

Summit Information

HARRAH'S LAKE TAHOE

The Nevada Judicial Leadership Summit 2016 will be held April 26 - 29, 2016, at beautiful Harrah's Lake Tahoe, 15 Highway 50, Stateline, Nevada 89449, (775) 588-6611.

NEVADA JUDICIAL LEADERSHIP SUMMIT 2016 WEBSITE

Session materials, forms, and additional information will be available on the Nevada Judicial Leadership Summit 2016 website, which can be accessed by clicking [here](#). We will update the website with the latest news on the Summit and provide you with session materials as they are received. Session materials will also be provided on a USB flash drive upon check-in. If you need additional assistance accessing the Summit website, please contact [Judicial Education](#).

SUMMIT REGISTRATION

Registration Deadline – Friday, April 8, 2016

To register, please use the judicial education user ID and password, which were provided via email, and register online by clicking [here](#). If you need assistance with your user information, please contact Judicial Education. Please submit your registration no later than **Friday, April 8, 2016**. There is no registration fee for Nevada judges.

Should it become necessary to cancel your Summit registration, please do so in writing no later than **Monday, April 18, 2016**, to [Judicial Education](#).

HOTEL RESERVATIONS

Room Reservations Deadline – April 11, 2016

Please make room reservations by logging on to Harrah's reservation website [here](#) or visiting the URL <https://www.totalrewards.com/hotel-reservations/main/?propCode=TAH&groupCode=S04JLS6> and refer to the group code [S04JLS6](#). You will not receive the group rate without the group code.

Phone Reservation Fees: Participants are encouraged to make their room reservations through the website to avoid incurring a **\$15.00 phone-in reservation fee**. This fee is not reimbursable by the AOC. Please contact

Judicial Education if you need assistance with reservations.

Early Check-In Fees: Please note that early check-in fees (before 4:00 p.m.) carry a sliding scale charge that is not reimbursable by the AOC.

Please make your room reservations as soon as possible, but no later than **Monday, April 11, 2016**. If reservations are not made by the reservation deadline, you will be responsible for any additional charges that may incur. The group rate is \$82.00 plus 13% room tax of \$10.66 totaling **\$92.66**, in addition to the resort fee of \$20.00 per night. Only the actual group room rate, plus tax and resort fee are reimbursable. The group rate has been extended to three days prior and three days following the Summit; however, per diem and hotel charges will only be reimbursed for the days and nights of Summit attendance (Tuesday - Friday afternoon). If you elect to stay elsewhere, the GSA reimbursement rate will apply. In order to receive reimbursement, please submit the original hotel receipt with your [Claim for Travel Expense Form](#) to the Accounting Unit.

Resort Fees: Resort fees are optional upon check-in and are reimbursable. If you do not intend to use in-room internet or the fitness facilities, then you are encouraged to forego the resort fee.

Please be informed that Harrah's Lake Tahoe requires a deposit with a credit or debit card for the first night plus tax. **Note: There is a \$50 per day hold for incidentals should you elect to use a debit card or cash upon check-in.** If you need to cancel your reservation, you must do so at least 72 hours prior to your scheduled check-in date. If you do not comply with the hotel's **72-hour cancellation policy**, your first night's deposit will be forfeited. The cancellation penalty is not reimbursable by the AOC.

Lake Tahoe



Summit Information

CONTINUING JUDICIAL EDUCATION HOURS

A total of 17 hours of continuing judicial/legal education (CJE/CLE) instruction are available for full Summit attendance; this includes 2 hours of ethics and professional conduct credit.

MEETING ROOM INFORMATION

Location: The educational sessions will be held on the 2nd floor convention center in Sand Harbor II & III meeting rooms. If staying onsite at Harrah's, the elevators will take you directly from your sleeping room floor to the convention center level with no need to walk through the casino.

Internet Service: Wireless internet is available in the sleeping rooms with the paid resort fee. We recommend bringing your 3G/4G enabled devices or downloading session materials prior to your arrival as the meeting room internet charges are not reimbursable.

ATTIRE

Attire for the conference is business casual. Please dress in layers to ensure your comfort as the temperature of the meeting rooms are variable.

PHOTOGRAPHS

Group photographs will be taken during the reception on Thursday, April 28. Judicial education award recipients will also have the opportunity to take individual photos with the award presenter. Information on how to purchase the photographs will be provided.

Pyramid Lake



WELLNESS CARE CENTER

In keeping with the Summit theme, *The Nevada Judiciary - Maintaining a High Standard*, Dr. Krista Italiano of Reno Acupuncture & Integrative Medicine will provide general health services on Wednesday, April 27 from 10:00 a.m. to 5:00 p.m. Dr. Italiano will offer general educational information about acupuncture and integrative medicine as well as complimentary mini treatments, to include acupuncture. Please sign-up at Summit registration. *Please note: a treatment consent form is required and can be obtained at the time of sign-up.*

GUESTS

The fee for a guest attending the Tuesday and Wednesday receptions, and the Thursday banquet is \$155. For those guests wishing to attend only the Tuesday, April 26, opening reception, the fee is \$45.00; for the reception on Wednesday, April 27, the fee is \$45.00; and the Thursday, April 28, banquet fee is \$65.00. Additionally, guests may attend the breakfasts on Wednesday, Thursday, and Friday. The cost is \$36.00 per person, per day. Guest fees are not reimbursable by the AOC. Prepayment for these events can be completed with a credit card during your online registration process, which will be sent directly to the AOC Accounting Unit. Payment on-site is by cash or check only. Check payments are to be made payable to the "Administrative Office of the Courts." Please be aware that we must provide a guarantee for the meals prior to the event. **Thus, cancellation of a guest's attendance at any of these events later than April 18, 2016, will result in forfeiture of payment received.** Please contact [Judicial Education](http://www.mindfulimages.com/buy-image/246-buy.html) if you need assistance with the online guest fee payment process.

SUMMIT SPONSORS

Please take a moment to visit the many sponsors who will be present at the summit. They will be located in Sand Harbor I. This is a wonderful opportunity to see the latest technology and innovative ideas available to assist judges and their courts. Their continued support of education for the Nevada court system is appreciated.

Horstmanshoff, A. (Photographer). *Stone Mother at The Pyramid* [digital image]. Retrieved from <http://www.mindfulimages.com/buy-image/246-buy.html>

Travel Information

AIR TRAVEL

The Nevada Supreme Court Travel Policy requires travelers to pay for airline tickets in advance, seeking reimbursement on the Claim for Travel Expense form (receipt required). Travelers are strongly encouraged to book reservations in advance through Southwest Airlines' website at southwest.com, using the "Wanna Get Away" fare, which should be approximately \$300.00, or less, round-trip between Las Vegas and Reno. Airfare paid for "Business Select" priority seating or for priority security check-in is not reimbursable. Only the "Anytime," "Wanna Get Away," or senior airfares will be reimbursed. If the trip needs to be cancelled after purchasing the airline ticket, the value of the ticket will remain as a credit with Southwest Airlines for the traveler to use on a future flight within one year from the date the reservation was made. Airfare reimbursement can be claimed if and when the credit is used for Nevada court business.

AIRPORT PARKING

In order to be reimbursed for airport parking (at no more than \$16.00/day), the original airport parking receipts must be provided with your Claim for Travel Expense form. Please use long-term parking.

GROUND TRAVEL

Shuttle Service: Commercial shuttle service is available through [South Tahoe Airporter](#). The shuttle leaves the Reno-Tahoe International Airport at 10:30 a.m., and arrives at South Lake Tahoe at 11:45 a.m. The fare is \$29.75 per person one way or \$53.00 per person round trip. Harrah's Lake Tahoe does not provide complimentary shuttle service. On Friday, the shuttle will leave the hotel at 1:47 p.m., arriving at the airport at 3:12 p.m.

Rental Cars: The State has negotiated contracts with Hertz Corporation and Enterprise Rent-A-Car with assurances for: reasonable rates, first-dollar liability insurance without cost, and a full physical damage waiver with no deductible. **Please note, rental cars will only be reimbursed when shared by at least two judges.** Should a judge decide to rent a car from any company other than those with whom the State has contracts, the AOC will not provide reimbursement for insurance or sales tax. Keep in mind, the judge and/or the judge's court, and not the AOC, will be at risk for collision claims and comprehensive losses (including

theft) if a vehicle is rented from a company other than the contracted companies listed below. The fuel purchase option is not reimbursable. Travelers must refuel the rental car before returning, to avoid penalty refueling costs. Remember, the receipt for fuel purchase is required for reimbursement. Extra rental accessory options such as roadside assistance, satellite radios, GPS, etc., are also not reimbursable expenses.

Check for the specific rates at a given location, since rates may vary. Generally, absent unusual circumstances, the AOC will reimburse rental car costs to a maximum of \$50.00/day inclusive of fees when at least two people are riding in the same car. A larger vehicle can be approved for 3 - 4 people, with a memo including the passengers names required. Please submit the original receipt with the travel claim.

[Hertz Corporation](#)

Contract: CDP#88103

Midsize \$31.00

[Enterprise Rent-A-Car](#)

Contract: XZ54WNV

PIN: NEV

Midsize \$31.33

PERSONAL VEHICLE

Personal vehicle mileage is reimbursed at \$0.54 per mile, round-trip, for your travel. However, if a less expensive method of travel is available and you are driving for your personal convenience, you will only be reimbursed at the personal convenience mileage rate of \$0.27 per mile, round-trip. Mileage reimbursement is from the official work station or home, whichever is less. Use the official State of Nevada Road Map [mileage chart](#) or [MapQuest](#) for mileage estimation from your office or home to Harrah's Lake Tahoe.

MEALS

Non-reimbursable meals provided during the Summit include: breakfasts on Wednesday, Thursday, and Friday mornings, lunch on Wednesday, and the banquet dinner on Thursday night. Meals not provided will be reimbursed as outlined in the [Nevada Supreme Court Travel Policy](#). The Supreme Court's per diem rates (no receipt required) are \$11.00/breakfast, \$12.00/lunch, and \$23.00/dinner for meals not provided from breakfast on Tuesday, April 26, through dinner on Friday, April 29. You must be in travel status from 7:00 - 9:00 a.m. to receive reimbursement for breakfast, 11:00 a.m. - 1:00 p.m. for lunch, and 5:00 - 7:00 p.m. for dinner. **Note: Please be aware that we provide a guaranteed number of meals prior to the event. Seminar attendees who register for a meal, do not attend, and have not cancelled their attendance by April 18, 2016, will be billed for the difference between the meal cost and the per diem rate.**

Travel Information

TRAVEL ADVANCES

Those judges needing an advance for their expenses due to financial hardship related to attending the Nevada Judicial Leadership Summit 2016 may contact Ms. Robin Sweet, State Court Administrator, at rsweet@nvcourts.nv.gov or (775) 684-1717 for the expense advance request form. Further information is provided within the form regarding application and requirements. Please contact Ms. Sweet if you have any questions.

CLAIM FOR TRAVEL EXPENSE

The Supreme Court of Nevada, AOC Accounting Unit will, upon receipt, process your [Claim for Travel Expense](#) form for reimbursement. If the original Claim for Travel Expense form is complete, accurate, and includes the Certificate of Attendance and required receipts, you should receive your reimbursement within 5 business days. Please refer to the travel claim procedures and documentation requirements as outlined in the materials in your registration packet. This information will also be available on the Summit website. If you have any questions prior to submitting your Claim for Travel Expense, please contact the AOC Accounting Unit at (775) 684-1700.

Note: When in doubt as to whether a cost incurred during travel status can be reimbursed, keep an itemized receipt, claim the cost on the Claim for Travel Expense form, and submit the receipt with the claim. The AOC Accounting Unit will notify you if the expense claimed is allowable for reimbursement under the Supreme Court Travel Policy.

SPECIAL NOTES REGARDING TRAVEL REIMBURSEMENT & ELIGIBILITY

Attendance: The total summit hours are 17. Failure to attend a minimum of 75% (12.75) may result in less than full reimbursement.

Meals: Participants must travel at least 30 miles (round-trip) from their primary workstation to receive reimbursement for meals not included at the Summit.

Lodging: Only the group rate plus tax and resort fee are reimbursable. Submission of the original hotel receipt must accompany your Claim for Travel Expense form.

INCIDENTALS

The AOC will reimburse you for incidental expenses at \$5.00 per day while in travel status. Incidental expenses are costs incurred for fees relating to luggage carts, metered parking, toll charges, and tips. Receipts are not required.

White Pine County

